

June 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 DW reports and/ or CFS Production reports complete month-end data Normal DW refresh
2	3 LABOR: Reverse May Month-end Estimate Normal DW refresh	4 Normal DW refresh	5 Normal DW refresh	6 Normal DW refresh	7 GL: Final Close May 2013 Normal DW refresh	8 Normal DW refresh
9	10 LABOR: PP10 Normal DW refresh	11 LABOR: PP10 SURCHARGES Normal DW refresh	12 LABOR: Month-End Estimates SURCHARGES Normal DW refresh	13 Normal DW refresh	14 Normal DW refresh	15 Normal DW refresh
16	17 GL: Update AR Trial Table Normal DW refresh	18 Normal DW refresh	19 Normal DW refresh	20 Normal DW refresh	21 Normal DW refresh	22 Normal DW refresh
23	24 LABOR: PP11 Normal DW refresh	25 LABOR: PP11 SURCHARGES DISBURSEMENTS: Last run for Jun SLTs SLTs to be approved for Jun are due to FMB by 4:00 pm ET Normal DW refresh	26 LABOR: JUN NOAA CORPS SURCHARGES CA O/U Reversal – Part C Normal DW refresh	27 SLTs 12:00 pm ET Final Approval CA SURCHARGES processed prior to the “7 AM” closing Normal DW refresh	28 CFS G/L MONTH-END PRELIM CLOSING 7:00 AM ET Close PR, PO and AP. WIP process. 12:00 NOON ET Close all other modules Normal DW refresh	29 DW reports and/ or CFS Production reports complete month-end data Normal DW refresh
30						

7 AM

The following modules will be placed in **PRELIMINARY** close for the **June 2013 General Ledger**

PR	– Purchase Requisitions	(Commitments)
PO	– Purchase Orders	(Obligations, etc.)
AP	– Accounts Payable	(Invoices and Receiving Tickets, etc.)

Please note: AR is open for WIP only. No other AR transactions.

8:00 AM ET: AP may begin working on July 2013 transactions.

12 noon

The following modules will be placed in **PRELIMINARY** close for the **June 2013 General Ledger**

BE	– Budget Execution	(Resources, Apportionments, Allotments, BOPs. (Eg. FM060)
	NOTE: Month end G/L closing process does NOT prohibit end users from entering BOPs.	
AR	– Accounts Receivable	
ALLOC	– Cost Accumulation/Allocation	(Surcharges, etc.)
	The Cost Accumulation Over/Under (CA O/U) process: 7:00 AM ET on Friday June 28, 2013.	
GJ	– General Journal	(GJs may be entered until 12 noon)
GL	– General Ledger	